

## WRITING

## WRITING TASK 1

You should spend about 20 minutes on this task.

*You recently attended a meeting at a hotel. When you returned home, you found you had left some important papers at the hotel.*

*Write a letter to the manager of the hotel. In your letter*

- *say where you think you left the papers*
- *explain why they are so important*
- *tell the manager what you want him/her to do*

Write at least 150 words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

**Dear Sir or Madam,**

## WRITING TASK 2

You should spend about 40 minutes on this task.

Write about the following topic:

*Some people say that in all levels of education, from primary schools to universities, too much time is spent on learning facts and not enough on learning practical skills.*

*Do you agree or disagree?*

Give reasons for your answer and include any relevant examples from your own knowledge or experience.

Write at least 250 words.